



## VITA IT Asset Inventory Policy

**EFFECTIVE DATE: 11-15-2005**

**PURPOSE:** To establish and document the policy for maintaining the inventory of IT assets for agencies transitioned to VITA.

**SCOPE:** VITA Regional Service Directors, Service Level Directors, and Local Area Coordinators.

**STATEMENT OF POLICY:** The Asset Manager is responsible for the IT Asset inventory policies, procedures, guidelines, and system administration.

It is the responsibility of each Regional Service Director to ensure that all IT assets within their region are inventoried at least once every two years, and that newly received IT assets are entered into the IT Asset Inventory System within 48 hours upon receipt. A list of IT assets to be inventoried is found on the [IT Asset Inventory System](#) website.

**STATEMENT OF PROCEDURES:**

IT asset inventories shall be certified by each Regional Service Director using the [IT Asset Inventory System](#) at least once every 180 days, with the first certification due May 15, 2006.

1. Certification includes:

- a. Validation of at least 25% of all existing assets. Over the course of two years, 100% of all existing assets must be certified.
- b. Receipt of the following certification statement by the Asset Manager ([AssetManager@vita.virginia.gov](mailto:AssetManager@vita.virginia.gov)) at the conclusion of each incremental inventory.

I certify that: as of (date) an inventory has been performed at the (Region, District, Agency number) in accordance with the *VITA IT Asset Inventory Policy*, that inventory tags have been affixed to all VITA owned IT hardware assets and that the VITA IT Asset Inventory System has been updated to reflect inventory findings (adds, deletes, moves, changes).

ASSOCIATED  
POLICY OR  
PROCEDURE:

VITA IT Asset Inventory Procedure 11-15-2005.doc  
[VITA\\_COMP\\_CONFIGURATION+MANAGEMENT+POLICY\\_V1.DOC](#)

AUTHORITY  
REFERENCE:

Code of Virginia, §§ 2.2-2005 – 2.2-2032  
(Creation of the Virginia Information Technologies Agency; "VITA";  
Appointment of Chief Information Officer (CIO))

OTHER

REFERENCE: CAPP Topic No. 30505